

Solon Springs Recycling & Solid Waste Commission
Position Advertisement – Temporary Part-Time Attendant
Application period: January 15 – January 31, 2022

The Solon Springs Recycling and Solid Waste Facility is seeking a self-motivated individual to fill a **TEMPORARY** Part-Time Attendant position at the Solon Springs Transfer Station.

Duties. Open and close the transfer station facility at the stated opening and closing times. Ensure that customers are using the facility in a safe and appropriate manner. Ask customers first if they would like help, but actively seek to assist elderly or disabled customers dispose of their trash, recycling or fee items. Determine and collect fees as required. Check for user permits.

Desired skills/attributes. Self-motivated and able to work both independently and with a team. Ability to manage cash drawer and make change for customers. Desirable traits include: reliable, responsible, honest, personable and good communication.

Hours: Work schedule will be every Sunday beginning mid-February for an anticipated time frame of 10-14 weeks. Additional hours may be available to fill in for other employees. Initial on the job training will be provided for 1-2 days by job shadowing with one of our experienced attendants.

Wage: Hourly wage will be commensurate with experience.

Method to apply: Submit a short letter of interest including the following information:

- ✓ Related work experience – Machinery operation, cash drawer experience, customer service, etc.
- ✓ Contact information to include name, address, phone number and email address.
- ✓ Available start date.

Application deadline: Applications must be received by 5:00 p.m. on January 31, 2022 regardless of method of submission.

Letter of Interest can be mailed to Solon Springs Recycling & Solid Waste, PO Box 282, Solon Springs, WI 54873; dropped in the secure payment drop box at the South entrance door of Community Center; or emailed to solonrecycling@gmail.com.